

3212 - PRINCIPAL PLANNER

NATURE OF WORK

This is advanced professional and supervisory planning work with the major responsibility of providing staff support to the Zoning Board of Adjustment in the City's Planning, Design, and Historic Preservation Services Department.

Employees in this classification perform a variety of analytical, technical and supervisory tasks related to the formulation and/or revision of a of the City's comprehensive master plan, or in providing design services to the rest of the department. These positions are distinguished from Planners and Senior Planners by the wide degree of responsibility and independent judgment as well as the degree to which they are expected to provide supervision and guidance to subordinate professional and technical personnel. Incumbents are expected to contribute to policy and project development presentations in support of planning proposals, as well as ongoing liaison with City departments, boards, and the public. Supervision is received from the Director through conferences relating achievements to goals and objectives, observation of programs, and periodic written and verbal progress reports.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Reviews plans submitted to the Zoning Board of Adjustment (ZBA) and prepares the Administrative Grounds for denial and required public hearing advertisements.

Reviews ZBA applications with applicants.

Assists in the preparation of staff recommendations for the ZBA (and to a lesser extent the Planning Board and the Design Review Board) which involves reviewing plans with other staff and /or discussing zoning and comprehensive plan issues.

Prepares enabling legislation to amend the City's Zoning Ordinance which includes research and creation of ordinances and coordination with the Legal Department.

Supervises the formatting and distribution of adopted amendments to the Zoning Ordinance.

Meets with developers, architects and citizens to answer questions regarding the Zoning Ordinance and the City's Comprehensive Plan.

Prepare zoning information letters for lending institutions, attorneys, and others.

Performs analyses and participates in the preparation of various current planning projects and reports; carries out public information, administration, and other special assignments.

Performs site inspections as needed.

Assists the Director with administrative tasks including budgeting, staff recruitment, and other duties as requested.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

3212 - PRINCIPAL PLANNER

Extensive knowledge of the principles, methods and practices of urban planning.

Thorough knowledge of recent developments, current literature and sources of information related to urban planning.

Thorough knowledge of economics, public finance and sociology as they apply to urban planning.

Considerable knowledge of public administration with particular reference to city/municipal administration and management.

Considerable knowledge of research techniques.

Considerable knowledge of the principles and practices of civil engineering and/or architecture.

Knowledge of public relations.

Ability to organize and analyze information and formulate substantive recommendations based thereon.

Ability to prepare comprehensive reports and to present technical information clearly to both professional and lay groups.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to train, supervise, coordinate and evaluate the work of subordinate professional and technical planning personnel in a manner conducive to high morale and productivity.

Ability to establish and maintain effective working relationships with fellow employees, City officials, officials of other agencies, and the general public.

MINIMUM REQUIREMENTS

Master's degree in planning plus five years related planning experience; or Bachelor's degree in Planning plus six years planning experience; or Master's degree in related field plus six years planning experience; or Bachelor's degree in related field plus seven years planning experience. Bachelor's degree in planning, or a related field plus six years planning experience. Related fields include: architecture, architectural engineering, landscape architecture, or public administration. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

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SUPERVISION RECEIVED

Work assignments come from the Department Director or Deputy Director. Work is performed with wide latitude for the use of independent judgment. Department or Deputy Director reviews special assignments and provides assistance when needed, using conferences, observation of programs, and periodic written and verbal progress reports, for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

Supervision may be exercised over planning professionals, technicians, and clerical staff. Incumbent is held accountable for the work product of any subordinates.

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